

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Austin, Texas 78711-3087

(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**Fax:** (512)239-0111

**State Title:** Contract Spec III

**Functional Title:**

**Job Posting:** 16014

Monthly Salary: \$3520.33

Salary Group: B19

Posting Date: 09/22/2015

Close Date: 10/06/2015

Section/Division: Implementation Grants Section/ Air Quality Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 1790

### **Job Description:**

Administers contracts, and provides assistance in the development of contracts and coordination of the contracting process under the Texas Emissions Reduction Plan (TERP) grant program of the Texas Commission on Environmental Quality (TCEQ). Administers and coordinates modifications, amendments, and extensions of contracts; and ensures completion in a timely, professional, and accurate manner and in accordance to established policies. Reviews and screens grant applications for completeness and eligibility. Assists with the intake and processing of grant applications, to include all processes of grant application review. Provides guidance regarding contract administration, policies, and procedures. Tracks the status of contract initiation, development, approval, and execution. Verifies adherence to contract or agreement terms and conditions. Identifies potential problems or conflicts and solves or recommends solutions. Answers questions or finds information for agency staff, the public, contractors, and vendors. Investigate and resolve problems of contract performance. Generates reports on the status of contract development and execution. Assists in reconciling database information with contract and fiscal files. Assists with the initiation and development of grant solicitation materials. Participates in contract planning, development, and implementation. Maintains grant contract files to include contract correspondence, customer contact information sheets, contractual changes, status reports, and other documents in accordance with agency procedures. Assists in developing, updating, and maintaining the approved TERP contract shell(s). Coordinates with agency legal and procurements staff on the review and approval of contract shells, request for application documents, procurement documents, and other contract-related documents.

**Military Occupational Specialty (MOS) Codes:** 51C, 35, 3044, 3006, 6CoX1, and 64PX

### **Minimum Qualifications:**

Graduation from an accredited four-year college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of full-time experience in contracting or purchasing.

OR Five years of full-time experience in contracting or purchasing.

Note: Must obtain the Texas Contract Manager Certification (CTCM) within twelve (12) months of hire date.

### **Preferred Requirements:**

Experience with contract or grant administration.

Certified Texas Contract Manager (CTCM).

### **Special Requirements:**

Moving up to 10 pounds of files and reports.

Traveling up to 10% of the time, with occasional overnight stays.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer